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ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

March 09, 2007

Re: Request for Bid # K07-7076-25I

Evaluation of Juvenile Justice System

AMENDMENT #2

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following clarifications/changes to the above referenced Request for Proposal.

The following consists of questions raised by potential bidders on the above referenced solicitation and the AOC's responses.

Q1. The RFP references a survey tool that collects both representation satisfaction, counsel fees and information about attorney representation, i.e. private counsel, public defender, other appointed counsel and years of experience. Does the AOC have any data on attorney representation or is this is a correct reading of the RFP that the AOC would like the survey instrument to cover both satisfaction and data on the identification of attorneys and their fees?

A. The RFP correctly states the data requested regarding attorney representation.

Q2. Does the AOC have a preference for whether this survey is administered by mail to juveniles and parents / caregivers in closed cases or during court post hearing? If the preference is closed cases will the AOC provide mailing/party information in electronic format to the vendor?

A. The preference for the survey is closed cases only. A list of closed cases will be provided on a CD to the contractual vendor.

Q3. Will local Family Services Coordinators be available to assist with site visit, interview scheduling and location details?

A. It depends on the jurisdiction. Presently most Family Services Coordinators do not focus on delinquency cases. This decision will be determined by the Administrative Judge or designee once the vendor has been selected.

Q4. The RFP asks for detail of the vendor's experience providing "training services." Does this project include the provision of training services and if so, what type of training?

A. The vendor need not have training experience. However, the vendor must be knowledgeable to determine whether training is necessary, and if so, in what substantive areas of training will be needed.

Q5. Can you please provide clarification regarding the training services that the selected vendor will be required to provide?

A. Same answer as given in #4 above.

Q6. If no training services are required, please provide relevant information in the "Technical Proposal Requirements" and the "Evaluation Criteria" sections.

A. See changes below for Page 12:

A. TECHNICAL PROPOSAL REQUIREMENTS

- a. (Change sentence to read): "Detailed background on the firm/vendor." (Delete remainder of sentence.)

B. EVALUATION CRITERIA

(Delete complete sentence "a.")

(Change "b" to "a.")

(Make the following changes under "b" to read as follows:

"The firm's understanding of the:

(1) scope of work

(2) quality and clarity of the firm's written methodology and

(3) description of the proposed approach to accomplish the work"

Change "e" to "c" at top of Page 13.

Sincerely,

Karen Hoang
Procurement Specialist